



The Office of Emergency Management is seeking a qualified professional to serve as a Director of Planning

Non-Benefitted, Contractual position

Salary Range - \$75,000 to 85,000 depending on qualifications.

Reports to the MOEM Deputy Director

Duties Include:

- Supervise MOEM planning staff including 1 Senior Planner and 2 entry-level planners
- Work with Director and Deputy Director to lead MOEM towards EMAP accreditation
- Identifying city agency Continuity of Operations Plan (COOP) managers and officials and collaborating with them to develop and maintain continuity plans as prescribed by the City Administrative Manual (AM)
- Updating and maintaining the city's Continuity of Government (COG) plan
- Updating and maintaining the Emergency Operation Plan (EOP) and associated functional and hazard-specific annexes
- Assisting the City Department of Planning with obtaining data and information needed for their updating and maintenance of the City Hazard Mitigation Plan
- Ensuring all emergency plans are updated to reflect current planning assumptions and national best practices through research and analytical wiring
- Assisting the MOEM Director and Deputy Director in the allocation and spending of all homeland security grant funds administered to Baltimore City and ensure compliance with Federal guidelines
- Working with federal, state, and local officials on Federal Monitoring Visits and Federal Audits related to federal homeland security grant funds
- Assisting with the coordination of Grant Award Notices and Grant Adjustment Notices (GANs) related to city homeland security funds
- Maintaining, monitoring and updating the MEMA Grant Management System (MEMAGMS), the State Preparedness Assessment and Reporting Service which is a web-based system that

providers state administering agencies with tools to support the DHS grant monitoring, evaluation and reporting process, for the Baltimore City homeland security fund allocation

- Coordinating with regional partners on collaborative planning efforts including, but not limited to, regional evacuation and recovery plans
- Contributing to exercise and training development as needed
- Fulfill OEM operational duties, including:
 - 24x7 on-call Duty officer program, as needed
 - field response
 - staffing of the City's Emergency Operations Center (EOC), staging area, or other operational commands outside of normal business hours (during emergencies or special events)

Minimum Qualifications: The successful candidate must possess a bachelor's degree in public administration, public policy, political science, public health, emergency management, planning or a related field; have a minimum of 2 years of experience in public policy and administration, public safety, emergency management, or other experience performing duties similar to those described above; possess excellent project management, analytical, communication (written and oral), organizational, and problem solving skills

Desired Qualifications: Advanced degree or certification in Public Administration, Emergency Management, Public Health Preparedness or similar field described above; 4+ years of professional experience, including direct experience working with Federal grant programs; a strong background in the development of catastrophic planning initiatives; and experience with project management, especially with regards to large emergency management planning projects; experience leading an Emergency Management agency through EMAP accreditation

Interested candidates should submit a cover letter and resume to:

mary.lesser@baltimorecity.gov

David McMillan
Deputy Director,
Office of Emergency Management
1201 East Cold Spring Lane
Baltimore, Maryland 21239

Baltimore City and the Office of Emergency Management are Equal Opportunity Employers